

DEPARTMENT OF THE ARMY
U.S. Army Engineer Division, Great Lakes and Ohio River
Corps of Engineers
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CELRD-HR
Regulation
No. 690-1-12

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Civilian Personnel
MERIT PROMOTION AND PLACEMENT PROGRAM

1. Purpose. To establish policies and procedures for implementing a Merit Promotion and Placement Program Plan for the Great Lakes and Ohio River Division consistent with Office of Personnel Management, Department of the Army and U.S. Army Corps of Engineers regulations.

2. Applicability. This regulation applies to employees of the Great Lakes and Ohio River Division and districts and activities serviced by CELRD Civilian Personnel Advisory Centers (CPAC). Bargaining unit employees covered by a negotiated labor agreement are subject to the provisions of this regulation that do not conflict with that agreement. If there is a conflict, the negotiated agreement provision applies.

3. References.

- a. 5 CFR 335, Promotion and Internal Placement
- b. AR 690-300, Chapter 335 and AR 690-335-1, Employment
- c. USACE Supplement to AR 690-300,

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Colonel, Corps of Engineers
Deputy Commander

3 Appendices
APP A--Career Referral Levels
APP B--Excepted Service Merit Promotion Policy
APP C--Career Ladders

DISTRIBUTION:

All LRD Commanders All LRD CPAC Chiefs
All LRD EEO Officers All LRD Supervisors
4 copies, CELRL-IM-SR

*This regulation supersedes CEORDR 690-1-12 dated 30 Sep 93, Chg 1 to CEORDR 690-1-12 dated 28 Feb 1994, Chg 2 to CEORDR 690-1-12 dated 1 Jan 95.

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CHAPTER 1

GENERAL PROVISIONS

1-1. Objectives.

a. To ensure that promotions and internal placement actions are based on merit principles and meet Office of Personnel Management (OPM), Department of Army (DA) and U.S. Army Corps of Engineers (USACE) regulatory requirements.

b. To ensure that organizations are staffed with the best qualified candidates available.

c. To ensure that employees are fully informed about promotion policies, procedures and opportunities.

d. To provide opportunities for employees covered by this plan to compete for promotions when positions are filled through competitive procedures; however, promotion is not guaranteed.

e. To provide an incentive for employees to improve performance and develop their knowledges, skills and abilities.

1-2. Equal Opportunity. Consideration for placement and evaluation of qualifications will be made on a fair and equitable basis, without regard to age, race, sex, religion, color, lawful political or other affiliation, marital status, national origin, non-disqualifying physical or mental disability, membership or non-membership in an employee organization or any other non-merit reason.

1-3. Program Information. The Freedom of Information Act and the Privacy Act impact significantly on the collection, use and availability of data essential to operations under this Plan. Questions that arise regarding compliance with this Plan will be referred to the Civilian Personnel Advisory Center (CPAC) Chief or his/her representative.

1-4. Other Placement Considerations. This Plan is part of the overall program for staffing civilian positions within the Great Lakes and Ohio River Division and its serviced activities. Related plans or programs that impact upon the staffing program include career management, special employment programs, affirmative employment and non-competitive placement actions.

CHAPTER 2

RESPONSIBILITIES

2-1. Division and District Commanders and Commanders of serviced activities are responsible, through the CPAC Chief or his/her representative, for assuring that:

a. The merit policies, principles and procedures of the Plan are fully and consistently adhered to.

b. Persons involved in the development, administration and evaluation of programs, plans, procedures and methods for promotion and related placement actions have the necessary technical competence and are provided special training as required.

c. Ensure managers and supervisors are aware of their responsibilities to Equal Employment Opportunity (EEO) and Affirmative Employment programs.

2-2. Managers and supervisors are responsible for:

a. Familiarizing themselves with and actively supporting this Plan and recommending improvements as appropriate.

b. Keeping subordinates fully informed of the basic principles, policies and operations of the Merit Promotion and Placement Program.

c. Anticipating personnel needs and initiating action in sufficient time for quality recruitment.

d. Assisting the CPAC in efforts to recruit high quality candidates, including minorities and women for those positions where there is underrepresentation.

e. Seeking advise/guidance from Personnel Specialists/ Assistants to identify appropriate job search criteria, job-related knowledges, skills and abilities and selective placement factors necessary for successful performance of the vacant position.

f. Serving as or providing employees to serve as subject matter experts in development of job search criteria or crediting plans used to evaluate candidates.

- g. Serving on or providing employees to serve as qualification raters or rating and selection panel members.
 - h. Ensuring that employees who are absent for legitimate reasons, (e.g., on detail, on leave, at training or in military service) receive appropriate consideration for promotion by ensuring the employee is aware of the vacancy in order to compete. Also, encouraging employees to have a resume/application on file at the CPOC, if applicable.
 - i. Objectively considering all referred candidates.
 - j. Furnishing definitive job related reasons for selections.
 - k. Releasing selected employees within the time limitation specified in this Plan.
 - l. Notifying non-selected candidates of selection decision, when appropriate. As requested, providing reasons for non-selection to candidates referred, but not selected.
 - m. Providing assistance and counseling to employees concerning promotion opportunities, self-improvement and application procedures for future opportunities and career development.
- 2-3. Employees are responsible for:
- a. Keeping informed of the provisions of this Merit Promotion and Placement Plan and following stated procedures when applying for positions.
 - b. Ensuring personnel records, resumes/application forms and supplemental experience statements reflect appropriate experience, education and training.
 - c. Taking advantage of opportunities for self-development and acquiring the skills and training necessary for advancement.
 - d. Reviewing vacancy announcements on web sites CPOL or USAJOBS and applying for those positions for which they believe they meet the qualification requirements outlined therein.
 - e. Keeping supervisors informed in writing of the types of positions for which they desire consideration during their absences.

f. Furnishing the designated Civilian Personnel Advisory Center (CPAC) an acceptance or declination within three working days after being notified of selection. An extension of this time may be coordinated with the Civilian Personnel Operating Center (CPOC).

g. Serving as a subject matter expert and/or rater in determining qualifications or rating and selection panels, as requested.

2-4. Equal Employment Manager is responsible for:

a. Reviewing referrals and selections before and after action is taken by selecting official to ensure the command EEO and AEP goals and objectives are considered.

b. Advising selecting officials, supervisors, managers, commanders and other participants in the merit placement process of EEO and affirmative employment requirements and considerations.

c. Evaluating personnel policies and practices under this Plan and advising the Director of Human Resources or CPAC Chief of potential adverse impact on protected groups of employees.

d. Participating in the development of recruitment strategies designed to enhance the employment and progression of minorities and women in the work force.

2-5. Director of Human Resources, CPAC Chief, and/or Chief, Staffing Service Division at appropriate CPOC have a shared responsibility for implementation and execution of this plan. Their duties include:

a. CPAC:

(1) Maintaining hard copies, when available, of vacancy announcements from other DA, DOD and federal agencies that may afford promotional opportunities for employees.

(2) Coordinating with selecting officials in establishing the area of consideration for vacancy announcements and any extensions thereof.

(3) Coordinating with EEO Manager through the total process on merit placement actions to ensure consideration is given to affirmative employment goals.

(4) Participating in local recruitment activities.

(5) Notifying applicants selected for vacancies and coordinating release dates.

b. Chief, Staffing Service Division at appropriate CPOC:

(1) Determining the validity of selective placement factors for use in evaluating candidates.

(2) Participation in regional recruitment activities.

(3) Publishing vacancy announcements electronically on CPOL and USAJOBS and hard copy when appropriate

(4) Verifying job search criteria and rating/ranking procedures are performed within regulatory requirements to ensure the best qualified candidates are referred.

(5) Issuing referral lists to selecting officials, thru CPAC, in a timely manner and in accordance with regulatory requirements.

(6) Maintaining a current listing of employees eligible for repromotion and special consideration.

(7) Notifying applicants who do not meet basic qualifications, eligibility requirements and/or rate best qualified for positions filled under this Plan.

(8) Maintaining required records related to the operation of this Plan.

c. All:

(1) Operating, evaluating and improving the program based on regulatory changes and the needs of serviced organizations.

(2) Considering the comments and suggestions of managers, supervisors, employees and employee organizations with regard to this Plan.

(3) Providing training on the requirements and

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procedures of this Plan to supervisors and providing information,
orientation and assistance to employees.

CHAPTER 3

EXCLUSIONS

3-1. Certain Office of Personnel Management, Department of Defense, Department of Army and Corps of Engineers placement programs have a definite relationship to the Plan and may take precedence in filling new or vacant positions under the following conditions:

a. Reduction in Force. Placement of employees within the work force who have been or are scheduled to be declared surplus or volunteer to lessen the impact of placement actions in connection with reduction in force.

b. Priority Placement Program. Placement of DOD employees in Priority Groups 1 and 2 under the Department of Defense Stability of Civilian Employment Program.

c. Reemployment. Placement of employees who have statutory, regulatory or administrative reemployment or restoration rights.

d. Corps of Engineers Outplacement Program. Placement of Corps of Engineers employees declared surplus due to declining work, project completions or reorganization.

e. Career Programs. Consideration of Department of Army employees for promotion to career program positions filled at mandatory referral levels under the provisions of AR 690-950. (See Appendix A)

f. Senior Executive Service positions.

g. Decisions/Settlements. Any actions involving statutory regulatory, or administrative placements to include actions directed by higher command levels, arbitration, and court and Merit System Protection Board (MSPB) decisions, local settlements, and discrimination complaint decisions.

3-2. Temporary Employees/Excepted Service Employees Without Competitive Status.

a. Temporary employees without competitive status are not eligible to apply for positions under this Plan. These employees should request advice, if desired, from the CPAC regarding opportunities for employment.

b. Excepted service employees appointed under the Veteran's Readjustment Act authority or the severely disabled appointment authority may compete for competitive service positions within the restraints of the excepted authority.

c. Some categories of excepted service employees (e.g., CIPMS, TVA, NAF, etc.) may be considered for positions filled under this Plan based upon agreements between their agencies and OPM.

d. Appendix B of this Plan contains the merit promotion policy for staffing positions in the excepted service.

3-3. Conversions to Competitive Status. The following employees may be non-competitively converted to permanent positions in the competitive service:

a. Severely disabled or mentally retarded employees who meet criteria for conversion under 5 CFR Chapter 306.

b. Veterans' Readjustment Act (VRA) employees who complete two years of substantially continuous service and who meet the requirements for conversion under 5 CFR Chapter 307.

c. Student Career Employment Program (SCEP) employees within 120 days of graduation from college and who meet the criteria for conversion under 5 CFR Chapter 308.

d. Worker Trainees who complete three years of service under a Temporary Appointment Pending Establishment of a Register (TAPER) under 5 CFR Chapter 316.

e. Veterans with 30 percent or more disability serving on temporary appointments under 5 CFR Chapter 315.

3-4. Other Placement Actions. The provisions of this plan do not preclude management from exercising its right to fill positions by other appropriate means to include reassignments or changes to lower grade of current employees, transfers, reinstatements of former federal employees with competitive status, use of OPM registers and use of special appointment authorities for veteran, disabled persons, students or DA Family members.

CHAPTER 4

PERSONNEL ACTIONS COVERED/EXCEPTED BY THIS PLAN

4-1. Actions covered by competitive procedures. With the exception of actions described in paragraph 4-2 of this chapter, competitive procedures of this Plan apply to all promotions and to the following actions:

a. ¹Time-limited promotions over 120 days. Time-limited promotions over 120 days must be competitive unless employee has previously held that grade or a higher grade on a permanent basis. Prior service under all details to higher graded positions or time-limited promotions is included, whether competitive or non-competitive, during the preceding 12 months. A time-limited promotion may be made permanent without further competition provided: (1) the promotion was made under competitive procedures, (2) the normal minimum area of consideration was used to hold competition, and (3) the fact that it might lead to a permanent promotion was made known to potential candidates. Time-limited promotions may be made for a period not to exceed five years or may be extended up to five years. Time-limited promotions may be terminated at any time.

b. ¹Time-limited promotions over 120 days to career program positions at mandatory referral levels. Competitive procedures apply to time-limited promotions over 120 days to career program positions at mandatory referral levels. Prior service under all details to higher graded positions or time-limited promotions is included, whether competitive or non-competitive, during the preceding 12 months. A smaller minimum area of consideration may be used as described in paragraph 5-2e to effect the time-limited promotion. However, when filling the position on a permanent basis, a career referral list must be requested if eligible career program employees are to be considered for promotion. Time-limited promotions can be terminated at any time.

c. ¹Details for over 120 days (to higher grade positions or positions with known promotion potential greater than the employee's present position. Prior service under all details to higher graded positions and time-limited promotions during the preceding 12 months must be counted when determining whether detail will exceed 120 days. A permanent promotion may be made from a competitive detail without further competition provided

¹ Time limit could be extended to 179 to maintain continuity of essential functions during major drawdowns.

the same three conditions described in 4-1a are met and the employee meets qualification requirements for the position.

d. Selection for training when required for promotion. Selections for training when training is given primarily to prepare employees for advancement and is required for promotion.

e. Reassignments or demotions to positions with greater promotion potential than the position previously held. Such assignments and demotions are covered except as permitted under Reduction in Force procedures.

f. Reinstatements or transfers to positions at higher grades or positions with known promotion potential higher than the highest grade previously held under a permanent appointment.

4-2. Actions excepted from competitive procedures. Competitive procedures do not apply to the following actions:

a. Time-limited promotions or details for 120 days or less. Time-limited promotions will not be processed for less than 30 days except under the following conditions:

(1) Personnel in non-licensed positions aboard floating plant who are assigned for one day or more to licensed positions for which they possess the necessary license will be temporarily promoted.

(2) Personnel in licensed positions aboard floating plant who are assigned for one day or more to higher positions for which they possess the necessary license and whose job description does not require the performance of higher level duties will be temporarily promoted.

b. Promotions by reclassification of an employee's position to a higher grade level because of additional duties and responsibilities may be effected as exceptions to competitive procedures. This action can be effected if desired by management and it meets merit principles.

c. Career promotion within an established career ladder. When competition is held at an earlier point, successive career promotions of an employee may be made until the full performance level of the position is reached, provided that if the employee is one of a group, all employees in like positions are given

similar work assignments and level of responsibility which provide the same opportunity for promotion as they demonstrate ability to perform at the next higher level. This also includes career ladder promotions following the non-competitive conversion of Student Career Employment Program (SCEP) employees. The intent to promote must be a matter of record, i.e., documented on personnel action and in the intern, Upward Mobility or VRA training plan. A listing of CELRD career ladder positions is contained in Appendix C.

d. Promotions of incumbents in positions filled competitively below the established or anticipated grade for developmental purposes. A position is reengineered to be filled at a lower grade to allow for a developmental opportunity. These positions do not have an established career ladder progression as in para 4-2c. The promotion potential and progression will be documented in the announcement.

e. Promotions of understudies to target positions. An understudy is an employee competitively selected for the purpose of being trained to assume the duties of a position to be vacated in a definite period of time, normally one year or less.

f. Promotion of trainees. Promotions of employees who satisfactorily complete training under approved training agreements or leadership development agreements if the agreement specifically provides for the promotion. Also, promotion of employees in trainee, career intern or SCEP positions not covered by a training agreement upon the satisfactory completion of the training period. The intent to promote must be a matter of record.

g. Promotion under RIF regulations. There is an exception for a position change under reduction in force provisions which is technically termed a promotion because the pay fixing policy gives the employee the benefit of a slightly higher rate or because assignment between positions under different pay schedules is not subject to competitive promotion procedures.

h. Promotion resulting from classification error or issuance of new standards. Promotions resulting from the upgrading of positions without significant change in the duties or responsibilities because of the correction of a classification error or the issuance of new classification standards are not subject to competitive procedures, provided regulatory and qualifications requirements are met.

i. Promotion/placement based upon prior service in a higher grade position. An employee or applicant who previously held a permanent job in the competitive service at a higher grade or a position with higher promotion potential is eligible to be non-competitively promoted or placed (through reassignment, demotion, transfer or reinstatement) into positions at grades no higher than the highest grade previously held and/or into positions with promotion potential no higher than positions previously held. This provision also applies to time-limited promotions and details to higher grade positions.

j. Priority Consideration. A candidate who failed to receive proper consideration in a prior competitive promotion or placement action is afforded priority consideration for the next appropriate vacancy, and, if selected, can be promoted non-competitively. A finding that a candidate failed to receive proper consideration for promotion is appropriate only when that applicant's name should have been referred to the selecting official, but was not. The next appropriate vacancy is defined as one that meets all the following conditions:

(1) A similar type of position in the same pay system as the position for which the candidate failed to receive proper consideration;

(2) one in which the candidate has indicated prior interest; and

(3) one at the same grade level with no higher promotion potential than the position for which consideration was lost.

Candidates entitled to priority consideration will be given bona fide consideration for the position before consideration is given to candidates under competitive procedures. Consideration for this exception is limited to one consideration for each consideration not properly received. If a priority candidate is not selected, the selecting official will provide valid reasons, in writing, why the candidate could not be expected to satisfactorily perform the duties of the position.

k. Repromotion. Although not guaranteed repromotion, an employee demoted without personal cause (i.e., not due to misconduct or inefficiency on the employee's part and not at the employee's request) is entitled to special consideration for non-competitive repromotion prior to competition. Ordinarily, repromotion under this exception will be made when a vacancy

occurs in a position at the former grade or any intervening grade for which the repromotion eligible is a high quality candidate. Special consideration for noncompetitive repromotion will be afforded for the period of retained grade or pay retention period. Department of Army employees not entitled to retained grade or pay retention will be afforded special repromotion consideration for 2 years from the date of the change to lower grade. If special consideration for repromotion does not apply to employees who are demoted to correct a procedural, regulatory or program violation under 5 CFR 335 or if the demotion is accepted to enter a training program and the training is not completed.

CHAPTER 5

LOCATING CANDIDATES

5-1. Order of consideration. This order will be followed when filling vacancies:

- a. Statutory, reemployment or restoration Placements
- b. Directed Placements (courts, MSPB, EEOC) or other corrective actions
- c. RIF actions, or placements in lieu of RIF
- d. Local repromotion eligibles
- e. Certain actions permitted under the DOD Program for Stability of Civilian Employment (e.g. job swaps, medical accommodations, etc.)
- f. Reemployment Priority List (RPL) registrants for positions at or below grade last held by the registrant
- g. DOD Priority Placement Program (PPP) registrants and the remainder of the RPL candidates
- h. Special consideration after failure to receive consideration under the Merit Promotion Plan
- i. All other competitive/noncompetitive placement actions involving DOD candidates
- j. Interagency Career Transition Assistance Program (ICTAP) eligibles
- k. Selection of candidates from non-DOD sources.

5-2. Areas of Consideration. The area of consideration means the area in which an intensive search is made for eligible candidates.

- a. Minimum area of consideration. The minimum area of consideration will be defined in each vacancy announcement. The minimum area normally will be no less than activity wide, including serviced activities. This determination will be made by the responsible personnel specialist/assistant and selecting official over the vacancy and will be based upon past experience in recruiting for similar positions, knowledge of the labor market and affirmative employment considerations. The area of

consideration may be extended at any time during the recruitment process if necessary to locate additional well qualified candidates. If stated in the vacancy announcement, other eligible candidates outside the minimum area of consideration may be considered if the minimum area does not produce an adequate number of well qualified candidates. This determination will be made jointly by selecting official and responsible personnel specialist/assistant.

b. Minimum area of consideration for certain positions.
The position of Executive Assistant will be announced DOD-wide. Within the Great Lakes and Ohio River Division, Park Manager GS-11/12 positions will be announced division-wide when filled competitively on a permanent basis.

c. Consideration of Department of Army candidates outside the minimum area. A current Department of Army employee in the competitive service may apply under any vacancy announcement for CELRD positions and receive consideration.

d. Consideration of employees absent for legitimate reasons. If employees on approved leave, TDY, or detail outside the organization wish to be considered for vacancies, they must advise their supervisors, in writing, of the title, series, grade and location of positions for which they wish consideration. Supervisors will provide information to the responsible personnel specialist/assistant to guarantee consideration. Either the supervisor or CPAC personnelist will contact the CPOC on the absent employee's behalf and make arrangements for receipt of the application. After being advised of arrangements, absent employees are responsible for submitting required application forms within established timeframes.

e. Minimum area of consideration for time-limited placement actions. A smaller minimum area of consideration may be used for competitive details, time-limited promotions and reassignments than that used for permanent promotions and selections for positions with promotion potential. If the minimum area of consideration is narrower than what is required for a permanent placement, then full competitive procedures will be applied when the job is filled on a permanent basis.

5-3. Other Sources. Managers are expected to use outside recruitment sources in areas where there is underrepresentation of minorities and women or when the internal workforce is not expected to produce an adequate number of high quality candidates. These sources include applicants from other federal agencies, OPM certificates of eligibles, reinstatement eligibles, persons eligible for employment under E.O. 12721, re-employment

priority eligibles and persons who may be hired under special authorities such as veterans and disabled persons.

5-4. Methods for locating candidates. Candidates may be located by various methods including individual vacancy announcements or open continuous vacancy announcements.

a. Vacancy Announcements. Individual vacancy announcements will be used in locating candidates for positions filled under this Plan, except as provided in paragraph 5-4b. Vacancy announcements will be publicized and will remain open for at least 10 calendar days for the receipt of applications unless another period is required by regulation, requested by management or locally negotiated. All announcements will be publicized as necessary to ensure employees have the opportunity to review and apply for announced positions within the activity. When there is an expanded area of consideration, appropriate dissemination will be made. Each announcement will contain the following:

(1) Title, series, grade(s) and brief description of duties.

(2) Organizational and geographic location of the position.

(3) Qualifications required, including unusual physical requirements.

(4) Any special requirements of the position, (e.g., frequent travel, frequent overtime or unusual working conditions.)

(5) Any selective placement factors, e.g., ability to obtain and maintain a license or a secret clearance.

(6) Knowledges, skills and abilities determined necessary for successful performance in the position, if applicable.

(7) Rating and ranking methods to be used.

(8) If the position has promotion potential (supported by the job description), a statement to that effect and the grade level to which there is potential.

(9) Area of consideration.

(10) Announcement number and opening and closing dates.

(11) How and where to apply and deadline for receipt of applications.

(12) Equal employment opportunity statement.

(13) Requirement for completion of probationary period if supervisory or managerial position.

(14) Statement of "obligated position" when occupancy of the position is limited to the return of a previous incumbent if former employee has return rights.

(15) Statement whether Permanent Change of Station (PCS) or DoD National Relocation Program (DNRP) services are authorized or not.

b. Open Continuous Vacancy Announcements. Positions in high turnover occupations and positions filled at entry levels may be publicized through Open Continuous Vacancy Announcements. These announcements indicate the full performance level as well as any intervening grade levels at which positions may be filled. Applications for these positions are accepted on a continuous basis. When a request to staff one of these positions is received, a cutoff date is established and those candidates who have previously applied will be considered. Applications from non-selected candidates will be retained for consideration for future vacancies. Candidates selected for positions below the full performance level are eligible for promotion without further competition upon demonstrating ability to perform at the higher grade level and upon meeting all regulatory requirements.

c. Distribution of Vacancy Announcements. As a minimum, all vacancies will be published electronically on the web site *cpol.army.mil*. If the area of consideration is expanded outside Army, the announcement will also be published electronically on *usajobs.opm.gov*. Hard copy distribution may be utilized if the selected area of consideration warrants.

CHAPTER 6

APPLICATION AND CANDIDATE EVALUATION PROCEDURES

6-1. General. Candidates will first be evaluated based on established qualifications standards and eligibility requirements. Then, job search criteria under the RESUMIX/Standard Automated Inventory and Referral System (STAIRS) or specified high quality performance criteria, knowledges, skills and abilities (KSA), will be established based on the job description. Candidates will be evaluated on their possession of the job search criteria/KSA or their potential to progress when the job being filled leads to further advancement.

6-2. Application Procedures. The application process will be determined with coordination between the responsible personnel specialist/assistant and the selecting official. When possible, the automated RESUMIX/STAIRS process will normally be used. However, if the automated process is impractical or undesirable, based on coordination between the selecting official and responsible personnel specialist/assistant, the KSA process will be used.

a. RESUMIX/STAIRS. Employees review vacancy announcements on the appropriate web sites (e.g. CPOL or USAJOBS). If interested, and a resume is on file with the appropriate Civilian Personnel Operating Center (CPOC), applicants are eligible to self-nominate using the procedures outlined in the vacancy announcement. If a resume is not on file, applicants must follow the resume procedures outlined in the vacancy announcement. A Job Application Kit is also available in the local CPAC. Resumes received, accepted, and verified will be stored in the database for future consideration.

b. KSA. Employees review vacancy announcements on the appropriate web sites (e.g. CPOL or USAJOBS). If interested, an application will be submitted based on procedures outlined in the vacancy announcement. There may be a requirement to submit an additional supplemental experience statement addressing the KSA as part of the application package.

6-3. Eligibility Criteria.

a. OPM Basic Qualifications. Candidates considered basically qualified must meet the Office of Personnel Management's (OPM) minimum qualifications standards and time-in-grade/time-after-competitive appointment restrictions. Candidates

that will meet the minimum requirements within 30-days of the vacancy announcement closing date will be considered.

b. Selective Placement Factors. Some positions may have requirements in addition to meeting OPM qualifications that are necessary for successful performance. Examples of selective placement factors include: professional engineering registration or ability to obtain and maintain a motor vehicle operator's license. These factors will be included in the vacancy announcement.

c. Annual Performance Rating. In addition to basic qualifications and selective placement factors, applicants for promotion must have at least a current rating of Successful Level 3 or equivalent to "fully successful" or better, to be considered for promotion.

6-4. Determine of Best Qualified (BQ).

a. RESUMIX/STAIRS. Job search criteria are established by the selecting official and responsible personnel specialist/assistant prior to the opening of the announcement. The information is input in the automated system. Applicants submitting resumes are matched against the established criteria. BQ candidates are identified based on the degree they possess the desired criteria compared with other qualified applicants.

b. KSA. High quality performance criteria are determined for successful performance of the position. A valid rating methodology will be developed by subject matter experts and/or responsible personnel specialists/assistants to define each KSA and establish how applicants can demonstrate possession of the KSA. The KSAs are published in the vacancy announcement. Applicants' experience, education, training and licenses are evaluated utilizing an OPM approved candidate evaluation methodology. BQ candidates are identified based on the degree of possession of the established KSAs.

c. Simplified for 10 or less candidates. Simplified evaluation procedures may be applied if there are ten or fewer candidates who meet minimum qualifications. All candidates who are determined to be high quality may be referred without assigning scores. High quality candidates are those who, in the rater's judgement, possess the job search criteria or KSAs identified for the position. If no candidates meet the job selection criteria or KSA, none would be referred to the selecting official. Management should then consider expanding the area of consideration to locate high quality candidates or

recruiting for the position at a lower grade level.

d. Reassignments/Changes to Lower Grade. There is no requirement to apply the job related criteria or KSA to candidates eligible for reassignment or change to lower grade to positions with no known promotion potential or with promotion potential no higher than highest grade previously held by the candidate. These candidates may be referred to the selecting official without rating against the job search criteria or KSAs as long as they meet the eligibility criteria described in paragraphs 6-4 a., b. and c.

6-5. Evaluation Responsibility.

a. Basic Eligibility. The screening of candidates to determine basic eligibility, including possession of selective placement factors, is the function of the Staffing Service Division Staff of the appropriate CPOC. Subject matter experts may be consulted as needed.

b. Rating and Ranking. Reviews against the job search criteria or KSAs may be performed by responsible personnel specialist/assistant or by a rating panel depending upon which is most appropriate for the position being filled and factors such as time and cost. When panels are used, panel members (except for personnel specialists/assistants) must be subject matter experts and occupy positions at least equal in grade to the position being filled.

c. Advisors. Personnel specialists/assistants will serve as advisors to the rater or rating panels and assure that raters have been trained in ranking and/or evaluation methodologies.

CHAPTER 7

REFERRAL AND SELECTION

7-1. Referral.

a. Number Referred. A reasonable number of best qualified and all non-competitive or other recruitment source candidates will be referred to the selecting official.

b. Information provided to selecting official. For each candidate referred, the Staffing Service Division Staff (SSDS) of the appropriate Civilian Personnel Operating Center (CPOC), will provide the selecting official with applicant's credentials used in the evaluation process. Information accompanying the referral list is privileged and will not be shown to applicants or others not having a "need to know".

7-2. Selection Procedures. The selecting official has the right to select or not select any candidate referred on the referral list. Selections must be based on one or more legitimate job related reasons as to why the selectee may be expected to perform successfully in the position. Selecting officials must provide reasons for selection in writing. No indication of selection may be given to a candidate by the selecting official without approval of the responsible personnel specialist/assistant. Selection actions are subject to review by the EEO Office, CPAC, and CPOC before the selection can be finalized.

a. Interviewing.

(1) The selecting official may interview as many referred candidates as desired or none at all. However, when the selecting official makes the decision to conduct interviews, it is good management practice to interview all in the top group of candidates, if they are available. Those candidates outside the commuting area may be interviewed by telephone or video teleconferencing (VTC). Interview arrangements are made by the selecting official. Failure to travel for the purpose of an interview may not be used as the basis for non-selection of a referred candidate.

(2) The selecting official is responsible for the content of the interviews and for the final selection decision. The CPAC and/or the EEO Office may be contacted, unless required by established regulation, for advice on interview content or procedures.

(3) Within the Department of Defense (DOD), employees may be excused, at the discretion of the activity commander, without charge to leave or loss of pay to participate in interviews when competition is for a position within DOD or the individual is under notice of separation or change to lower grade for reasons other than personal or performance related reasons. Time spent in interviews in circumstances other than those described above will be charged to annual leave or, if requested by the employee, leave without pay. (DOD CPM 990-2, 1400.25-M, 630.S11.)

b. Notification and Acceptance/Declination. The designated Civilian Personnel Advisory Center (CPAC) will contact the selectee. The selectee will accept or decline the position within three working days after being notified of selection. If needed, the selectee can request an extension of three additional working days from the CPAC representative.

c. Release of selected employees. Arrangements for a release date of the selected candidate will be coordinated between the supervisory officials concerned and the responsible SSDS of the appropriate CPAC. Normally, employees will be released to report to their new positions no later than the beginning of the second pay period following notification of the selection. When an employee is selected for a position which requires a move outside the commuting area, the employee will be given a reasonable period of time (not less than 30 days) to report to the new duty location.

CHAPTER 8

INFORMATION TO EMPLOYEES

8-1. Information regarding the Merit Promotion and Placement Program will be published whenever there are changes directed by higher authority or when program review indicates more information is desirable. Employees may request information from their supervisors who will provide appropriate information or arrange for employees to obtain it from the CPAC or CPOC.

8-2. Employees will be reminded of the importance of keeping their personnel records current.

8-3. All candidates who apply for positions under this Plan will be notified as to the disposition of their applications for promotion or placement. Applicants who do not meet the minimum qualification requirements or are not rated best qualified will be notified by the CPOC once this determination is made. All candidates referred, but not selected, will be notified who was selected for the position by the selecting official or CPOC.

8-4. Candidates who have questions about their rating should contact the CPAC. Questions about non-selection should be directed to the selecting official

CHAPTER 9

EMPLOYEE COMPLAINTS AND GRIEVANCES

9-1. General Provisions. The CPAC Chief or his/her representative will be available to answer questions or complaints regarding the Merit Promotion and Placement Program. Questions regarding specific placement actions will be coordinated with the responsible personnel specialist/assistant or Chief, SSD, at the appropriate CPOC. Every effort will be made to resolve questions/complaints on an informal basis.

9-2. Nongrievable Matters. The only merit promotion plan matter excluded from the grievance procedure is a complaint based solely on non-selection from a properly developed referral register.

9-3. Grievance Procedures. If a matter cannot be resolved on an informal basis with the selecting official, the complaint will be processed under the appropriate grievance system. Non-bargaining unit employees will utilize the DoD Administrative Grievance System procedure. These employees should contact the CPAC for information about grievance procedures. Bargaining Unit employees should contact their Union Representative for information regarding the negotiated grievance process.

9-4. Discrimination Complaints. If an employee or an applicant feels he/she has been discriminated (i.e. race, gender, color, religion, age, national origin, non-disqualifying mental or physical disability) against in a placement action processed under the provisions of this Plan, he/she should contact an EEO counselor. This contact should be made within 45 days from the effective date of the placement action.

CHAPTER 10

PLACEMENT RECORDS AND REVIEW

10-1. Records. Placement records are maintained by the appropriate CPOC. Records documenting all placement actions will be retained for five years.

10-2. Reviews. The operation of the Merit Promotion and Placement Plan will be reviewed by the Director, Human Resources Office, CPAC Chief and EEO Manager to ensure that non-merit factors do not enter into any part of the promotion and placement process.

10-3. Documentation. Promotion and placement actions will be documented in selectee's official personnel folder and in temporary record files of each promotion action as specified by the Office of Personnel Management and Department of Army. These files will provide clear evidence that actions are effected in consonance with the policy and provisions of the Merit Promotion and Placement Plan to provide the basis needed for evaluation of the program and for answering questions that managers or employees may raise about the program in general or about specific promotion and placement actions.

APPENDIX A

CAREER PROGRAM MANDATORY REFERRAL LEVELS

<u>Career Program (CP#)</u>	<u>DA Referral Level</u>
Automatic Date Processing (34)*	13 and above
Civilian Personnel Administration (10)	13 and above
Communications (34)*	12 and above
Comptroller (11)	12 and above
Contracting and Acquisition (14)	12 and above
Education Services (31)	11 and above
Engineers and Scientists [Non-Const] (16)**	13 and above
Engineers and Scientists [Const] (18)***	14 and above
Equal Employment Opportunity (28)	11 and above
Information Management(34)* & **	13 and above
Librarian (34)*	09 and above
Manpower and Force Management (26)	12 and above
Public Affairs and Communications Media (22)	11 and above
Records Management (34)*	11 and above
Safety Management (12)	12 and above
Supply Management (13)	13 and above
Transportation Management (24)	13 and above
Real Estate (55) ***	12 and above
Visual Information (34)*	11 and above

* Included in Information Management Area (IMA) Career Program

** Referral inventory maintained through at DA Civilian

Announcement Distribution System (DCADS)

***Referral inventory maintained by HQUSACE

APPENDIX B

MERIT PROMOTION POLICY FOR EXCEPTED SERVICE POSITIONS

B-1. Attorney positions will be filled in accordance with Department of Army and HQUSACE directives.

B-2. Permanent vacancies which occur in the excepted service and afford promotion or permanent status opportunities for current excepted service employees may be filled through competitive procedures similar to those outlined in this Plan or appropriate non-competitive procedures.

B-3. Qualified employees serving under excepted appointments are eligible for consideration for excepted service positions announced under competitive procedures. Outside candidates may also be considered if rated and ranked substantially the same as current employees.

APPENDIX C

CELRD RECOGNIZED CAREER LADDERS

C-1. The major occupational career ladders in the Great Lakes and Ohio River Division are listed on page C-2. An employee who enters a career ladder through competition may be promoted within that career ladder without further competition. Promotions within a career ladder are based on the employee's proven ability to perform the duties and meet the qualification requirements of the higher grade position.

C-2. Employees may be reassigned non-competitively from one career ladder to another as long as the new position's promotion potential does not exceed that of the present position. To move to a career ladder position with higher promotion potential than the employee's current position, the employee must either compete under the terms of this Plan or be selected from an OPM certificate.

C-3. It should be noted that the grade progressions listed in this document indicate minimum entry levels. Depending upon the individual's qualifications and the needs of management, a qualified candidate may be appointed at a higher level in the progression. In some instances, promotion potential may vary depending upon the nature and complexity of the assignment. For example, a Program Analyst in one organization may have promotion potential to GS-11; in another organization, promotion potential may only be to GS-09. This listing reflects the most typical career progression patterns, but these may vary among organizations and locations.

C-4. There are positions and occupational series found in the Great Lakes and Ohio River Division that are not included in this listing. This is because the number of similar positions is small and grade potential is based upon the individual position. This precludes generalizing the promotion potential of these positions by placing them in a career ladder list. The full performance level for these positions will be shown on individual vacancy announcements.

C-5. The OPM qualification requirements and the position classification standards, maintained in the CPAC or stored on web sites *cpol.army.mil* and *opm.gov*, are the controlling authorities on position qualifications and grade level determinations.

C-6. The following career ladder listing indicates typical progression levels for most positions in each series. Positions at various locations could be lower than this listing. If a position warrants a higher grade based on the nature of work, mission, higher graded responsibilities, etc. than the highest grade level indicated on this list, promotion to the higher grade must be competitive unless circumstances described in Chapter 4, paragraph 4-2b of the Plan are met.

<u>SERIES</u>	<u>POSITION TITLE</u>	<u>CAREER LADDER</u>
025	Park Ranger	3/4/5/7/9
110	Economist	5/7/9/11
201	Personnel Specialist, all series	5/7/9/11
203	Personnel Clerk/Assistant	3/4/5
260	EEO Specialist	5/7/9/11
300	Clerical (various series)	2/3/4/5
334	Computer Specialist	5/7/9/11
343	Management/Program Analyst	5/7/9/11
401	Biologist	5/7/9/11
510	Accountant	5/7/9
511	Auditor	5/7/9/11
525	Accounting Technician	3/4/5
540	Voucher Examiner	2/3/4/5
560	Budget Analyst	5/7/9
800	Engineer (various disciplines)	5/7/9/11
802	Engineering Aid/Technician	2/3/4/5/6/7
807	Landscape Architect	5/7/9/11
808	Architect	5/7/9/11
809	Construction Inspector	2/3/4/5/6/7
817	Survey Aid/Technician	2/3/4
1035	Public Affairs Specialist	5/7/9
1102	Contract Specialist	5/7/9
1170	Realty Specialist	5/7/9/11
1171	Appraiser	5/7/9/11
1350	Geologist	5/7/9/11